



## NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES

State of New Hampshire, Department of Cultural Resources  
19 Pillsbury Street, Concord, NH 03301-3570  
TDD Access Relay NH 1-800-735-2964  
[www.nh.gov/nhdhr](http://www.nh.gov/nhdhr)

603-271-3483  
603-271-3558  
FAX 603-271-3433  
[preservation@dcr.nh.gov](mailto:preservation@dcr.nh.gov)

# MEMORANDUM

**To:** Professional Archaeological and Architectural Historian Consultants  
**From:** Elizabeth H. Muzzey, State Historic Preservation Officer  
**Date:** November 26, 2007  
**Re:** Access to Archaeological and Historic Inventory Files

---

The New Hampshire Division of Historical Resources maintains extensive files on the cultural resources documented in New Hampshire. These files are routinely accessed by cultural resources professionals for compliance with Section 106 of the Historic Preservation Act and RSA 227:C. The Division has been in an ongoing process of updating the inventory filing system and making the files more readily accessible. Currently the files are open by appointment to consultants and researchers Monday through Friday. Appointments need to be made and confirmed with Ms Tanya Krajcik (603-271-6568 or [tanya.krajcik@dcr.nh.gov](mailto:tanya.krajcik@dcr.nh.gov)) prior to use.

The archaeological records (site forms, site maps and reports filed in our library) are available in our records room and are accessible only to archaeological consultants, those who meet the qualifications as specified under 36 CFR 61 or archaeologists who are working directly under someone who is so qualified. Access to the files is for specific cultural resources projects and wholesale collection of data is not permitted. Archaeological site location information is reserved from accessibility under the Freedom of Information Act, and we limit access to the files in order to inhibit unauthorized excavations.

The town research files containing above-ground inventory forms, historical context information, and nominations to the State and National Registers provide the state's only permanent records of New Hampshire's historical properties. They may also be carefully used by historians, architectural historians and the researching public. As with the archaeological records, appointments to use the historic records need to be made and confirmed with Tanya Krajcik. Researchers unfamiliar with the DHR's filing system are encouraged to talk with staff regarding their projects; as staff can often suggest additional sources of research materials.

For the purposes of compliance with Section 106, the DHR recognizes research on the archaeological and historic data by the respective cultural resource specialists. Site file research is expected not only to address the presence/absence of resources but also to evaluate the quality and context of the information gathered. Thus, it is inappropriate for an archaeological consultant to evaluate standing structures or for an architectural historian to perform an archaeological background review.

